

OFFICE OF THE MAYOR
ADMINISTRATIVE ORDER 2004- 2

An Administrative Order Establishing The Mayor's Information Technology Governance Board Which Shall Set Standards for and Approve the Acquisition, Use of, and Deployment of Technology by All Executive Branch Departments and Agencies; Provide The Mayor With Advice Regarding the City's Development and Implementation of Technology Initiatives; and For Other Purposes.

WHEREAS, the City of Atlanta Executive Branch agencies and departments all rely on information technology; and

WHEREAS, there has been no city-wide review of information systems to establish a coherent strategy for the integration and implementation of information technology in the City of Atlanta; and

WHEREAS, for information technology to be implemented in an effective and cost-efficient manner, it is necessary that acquisition, implementation and management be provided in a consistent manner in order to address city-wide data management and integration; and

WHEREAS, with the reorganization of City government, the City has established a Department of Information Technology and hired a Chief Information Officer, which Department and CIO are charged with the management of the information technology throughout the executive branch, including all departments and agencies; and

WHEREAS, in light of the City of Atlanta's technology needs, the Mayor has determined that it is appropriate to standardize the management of all City information technology; and

WHEREAS, as part of the process of standardizing the management and integration of information technology, a need exists to increase the efficiency of City government, to avoid duplication of resources, and to ensure that the City focuses first on providing essential services to its citizens, businesses and visitors; and

WHEREAS, the City of Atlanta has fiscal responsibility for all departments; and

WHEREAS, it is considered to be a best practice in organizations today in the public and private sector to manage information technology through a governance process; and

WHEREAS, the Mayor has determined that the City of Atlanta should establish a governance process for information technology management.

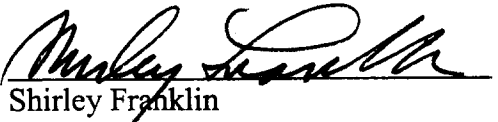
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NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA, pursuant to Sections 3-104(8) and (12) of the City of Atlanta Charter, 1996 GEORGIA LAWS P. 4469, *et seq.*, and Section 2-182(4) of the Code of Ordinances, it is hereby ordered as follows:

1. I hereby establish the "Information Technology Governance Board" (hereafter, "the IT Board"). The IT Board shall consist of internal members as identified below and external members appointed by the Mayor who will be responsible for determining the governance standards for the City's information technology initiatives, including the setting of standards that will apply across the City and the prioritization of information technology acquisition, projects, and implementation for all Executive Branch departments, agencies and the sub-units thereof.
2. The Chief Operating Officer shall serve as Chair of the IT Board and the members of the IT Board shall be appointed by the Mayor. The IT Board members shall include:
 1. Chief Information Officer;
 2. City Attorney;
 3. Chief Financial Officer;
 4. Chief Operating Officer's designee;
 5. Chief Procurement Officer;
 6. Commissioner of Human Resources;
 7. Other members of the Mayor's Cabinet as the Mayor or COO deems appropriate; and
 8. Information technology executive volunteers from local corporations, preferably who serve as CIOs of their organizations.
3. The IT Board shall advise the Mayor on city-wide information technology initiatives, the prioritization thereof and the overall budget therefore.
4. The IT Board shall be the sole authority to provide the Mayor with final recommendations regarding initiatives for the implementation and integration of information technology and shall include in those recommendations an analysis of what action would be needed to accomplish such initiatives. The IT Board will confer with the departments and agencies during the process of developing its recommendations to present to the Mayor.
5. The IT Board shall meet periodically, but no less than annually, as determined by the Chair, and its findings shall be communicated to the Mayor as the IT Board deems appropriate. The IT Board may determine, in its discretion, to establish subcommittees to assist the IT Board with its duties.

6. The IT Board shall establish standards and policies for the acquisition, use, and deployment of technology and shall publish same to all departments and agencies. The IT Board shall be the final source of all technology-related recommendations to the Mayor regarding acquisitions, policies and requests from Executive Branch Departments.
7. All Executive Branch departments and agencies shall cooperate with DIT and the IT Board to make the governance process effective. All Executive Branch agencies are required to follow the procedures established by the IT Board regarding acquisition, use and deployment of technology and obtain IT Board approval prior to acquisition of information technology and/or implementation of information technology projects.

SO ORDERED this 15 day of September, 2004.


Shirley Franklin
Mayor

ATTEST:


Municipal Clerk